

**SUBJECT:                   SUBPART B - STATE APPLICATION for a GRANT - General Requirements for a State Application**

**AUTHORITY**               34 CFR §303.146 - information about public participation

Prior to the adoption of any policy necessary to meet the requirements of Part C, DES/AZEIP and AZEIP participating agencies, with assistance from the ICC, solicits public comment for a minimum of sixty (60) days.

During the public comment period, the general public, including individuals with disabilities and parents of infants or toddlers with disabilities, may submit comments by telephone, fax, letter or e-mail to DES/AZEIP or during public hearings, which are publicized with the original posting of the proposed policy. Procedures for submitting public comment are outlined in public comment announcements.

DES/AZEIP distributes proposed policy and/or information about accessing proposed policy statewide via e-mail, posting on its website, sending by mail, and/or at meeting presentations to the AZEIP participating agencies, the ICC and its committees, early intervention contractors and families, as appropriate. AZEIP participating agencies distribute information to their employees, contractors and families via agency mechanisms for communication. The ICC and its committees, DES/AZEIP, and AZEIP participating agency employees and contractors are encouraged to inform as broad a range of contacts as possible.

AZEIP policies not specifically developed to meet the requirements of Part C are not subject to public participation requirements. Clarification of existing policies is not subject to public participation requirements.

**SUBJECT:                   SUBPART B - STATE APPLICATION for a GRANT - General Requirements for a State Application**

**AUTHORITY:               34 CFR §303.147 - service to all geographic areas**

DES/AZEIP administers Part C funds, assigns financial responsibility among appropriate agencies, and ensures that resources are made available under this part for all geographic areas within the state.

DES/AZEIP and the AZEIP participating agencies work with community partners to ensure that:

- (1) public awareness and child find activities are culturally and linguistically appropriate, ongoing, and designed to identify all potentially eligible children residing throughout the state; and
- (2) all areas of the state are well represented in all aspects of AZEIP planning and implementation.

DES/AZEIP and the AZEIP participating agencies develop partnerships with the Native American tribal communities in planning public awareness and child find activities on the reservations, of which there are 21 in the State.

The Children's Information Center Hotline, which is the central directory for the state, has a statewide 1-(800) number and Spanish-speaking personnel available to answer calls. The toll-free number is 1-800-232-1676. The TDD number is (602) 256-7577.

All AZEIP participating agencies have served, and will continue to serve, all racial and ethnic groups within the State. All participating agencies provide services throughout the State, thus providing access for all cultural groups in urban and rural locations, including Native Americans living on reservations geographically located in the State.

Facilities used for meetings must meet the accessibility requirements of the Americans with Disabilities Act. All public meeting agendas include the statement to encourage people with disabilities or special needs to request appropriate accommodations to ensure their active participation on all committees, conferences, public hearings, and meetings.

**SUBJECT:                   SUBPART D - PROGRAM and SERVICE COMPONENTS of a  
STATEWIDE SYSTEM of EARLY INTERVENTION SERVICES -  
Identification and Evaluation**

**AUTHORITY:               34 CFR §303.320 - public awareness program**

DES/AzEIP coordinates with AzEIP participating agencies and community and state partners to ensure that a statewide public awareness system that focuses on the early identification of children who are eligible to receive early intervention services under this part is developed, implemented, and maintained. The public awareness system includes the preparation and dissemination of materials for parents on the availability of early intervention services to all primary referral sources, especially hospitals and physicians.

DES/AzEIP and the AzEIP participating agencies promote public awareness and understanding of the Arizona Early Intervention Program through: (i) interagency planning and dissemination of public awareness materials; (ii) provision of training and technical assistance; and (iii) the development of partnerships within the early child care and education, health and human service systems, and the business communities. Public awareness is a continuous, ongoing effort that is in effect throughout the State, including rural areas.

### **Interagency Planning and Implementation**

The AzEIP public awareness plan, materials, and training and technical assistance activities are developed and/or reviewed by the State Interagency Team to ensure consistency and accuracy of content and identifiers/logos. Public awareness materials describe (i) AzEIP procedures for referral to determine whether a child is suspected of having a developmental delay or disability and needing an evaluation and assessment and, (ii) describe the provision of early intervention services.

#### **Primary referral sources include:**

- parents/families;
- hospitals, including prenatal and postnatal care facilities;
- physicians;
- child care programs;
- local educational agencies (LEAs);
- public health facilities;
- other social service agencies; and
- other health care providers.

### **Dissemination**

DES/AzEIP ensures the dissemination of materials to primary referral sources, such as physicians' offices, hospitals, child care and education programs, and other sources as indicated in the AzEIP public awareness plan. AzEIP participating agencies disseminate materials within their agencies and through existing outreach mechanisms.

### **Tracking**

DES/AzEIP tracks the dissemination of AzEIP materials by primary referral sources, recording the total number of brochures and other materials provided to each primary referral source.

### **Evaluation and modification**

DES/AzEIP regularly reviews tracking data, evaluates the extent to which primary referral sources are disseminating AzEIP information, and modifies strategies as necessary.

### **Training and technical assistance**

DES/AzEIP ensures training and technical assistance to targeted medical, education, human service and child care programs. AzEIP participating agencies provide training and technical assistance within their agencies and for state and community partners, as appropriate. Training and technical assistance includes information about AzEIP and its public awareness plan.

### **Integration into state and community systems and programs**

DES/AzEIP and the AzEIP Participating Agencies identify potential community partners and facilitate the development of local partnerships to understand the role and scope of the early intervention system and participate on relevant planning and/or advisory committees.

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**COMPREHENSIVE CHILD FIND SYSTEM**

**AUTHORITY:             34 CFR 303.321 - comprehensive child find system**

DES/AzEIP, in coordination with AzEIP participating agencies, implements a child find system to identify, locate, and, if suspected of having a developmental disability, evaluate infants and toddlers in Arizona who are eligible for early intervention services.

**Coordination**

DES/AzEIP in collaboration with the AzEIP participating agencies and the Interagency Coordinating Council (ICC), ensures that the child find system for infants and toddlers is coordinated with all other major efforts to locate and identify children conducted by other State agencies responsible for implementing the various education, health, and social service programs relevant to AzEIP, tribes and tribal organizations that receive payments under Part C, and other tribes and tribal organizations as appropriate, including efforts with other programs, such as Part B, and as required by federal law.

DES/AzEIP, as Lead Agency, with the advice and assistance of the Interagency Coordinating Council, assures that there will not be unnecessary duplication of effort by the agencies involved in the Part C Child Find system. The resources of each public agency will be utilized to implement the Child Find system in the most efficient manner.

DES/AzEIP, AzEIP participating agencies (public agencies) and their appropriate contractors facilitate the identification, location and evaluation of all potentially eligible children through interagency planning, participating in the public awareness system, screening and referral, and monitoring.

**Interagency Planning**

AzEIP Child Find activities are reviewed annually by the State Interagency Team to ensure that there is not unnecessary duplication of effort by the various agencies involved in the AzEIP Child Find system. The State Interagency Team, ICC, and other community partners identify and recruit potential Child Find partners at the state and local levels respectively.

Each AzEIP participating agency ensures that all AzEIP procedures for referral, evaluation and assessment and provision of services, as appropriate, are incorporated into agency policies and procedures and that personnel and employee adherence to these requirements is monitored.

**Participation in the Public Awareness System**

DES/AzEIP, AzEIP participating agencies, and relevant contractors participate in the development and distribution of AzEIP public awareness materials to ensure that primary referral sources are informed about AzEIP procedures for referral of children to AzEIP.

DES/AzEIP, the State Interagency Team, and appropriate AzEIP participating state agency personnel and contractors develop public awareness materials, including presentations, brochures and other media, that consistently describe: 1) the purpose and availability of early intervention services; 2) the process for making referrals; 3) criteria for eligibility, and 4) the obligation to ensure that referrals are made no more than *two* working days after a professional has identified a potentially eligible child.

DES/AzEIP and AzEIP participating agencies facilitate local public awareness and child find efforts by ensuring the distribution of public awareness materials, physician referral forms and other information as appropriate, to physicians, hospitals, public health nurses, social service organizations, Head Start, child care centers, WIC offices, immunization clinics, faith-based organizations, tribal early childhood programs and other referral sources.

## **Referral procedures**

AzEIP stipulates that:

- Referrals to AzEIP may be received from any source.
- Referral sources are informed of their responsibility to refer a child no more than two (2) working days after a child has been identified as potentially eligible.
- AzEIP Initial Planning Process Contractors maintain toll free phone numbers for use by families and referral sources. The toll free number is identified on public awareness materials and is broadly advertised to referral sources and local communities.
- Once AzEIP receives a referral, an Initial Planning Process Team lead shall be appointed as soon as possible and contact the family within two (2) working days of the referral date.
- All AzEIP personnel, employed or contracted, shall recognize a single referral date.
- Within 45 days of the referral date, the AzEIP Service Providing Agencies, employees, and contractors, shall ensure the completion of evaluation and assessment activities (as described in CFR §303.422), and hold the initial IFSP meeting (as described in CFR §303.342).
- After AzEIP receives a referral, Initial Planning Process contractor will complete a referral feedback report and send it to the referral source. This report will acknowledge receipt of the referral, and describe the general steps taken in response to a referral.

## **Monitoring**

- DES/AzEIP, through its agency partners and Initial Planning Process teams, regardless of agency affiliation or funding source, track and report the sources of all referrals by type/category and quantity to their respective agencies at least annually. AzEIP Initial Planning Process teams synthesize referral information by county, and report to DES/AzEIP on a regular basis.
- DES/AzEIP and the State Interagency Team review and evaluate the compiled referral source data at least annually, and modify public awareness and child find activities accordingly.

- DES/AzEIP tracks the dissemination of AzEIP materials by primary referral sources to determine the extent to which primary referral sources, especially hospitals and physicians, disseminate the public awareness information. This will be accomplished by recording the frequency with which replacement materials are requested and the total number of brochures and books provided to each primary referral source.
- DES/AzEIP compiles identified barriers that prevent full implementation of the Child Find system and coordinates with its agency partners and Initial Planning Process teams for corrective actions.